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ABSTRACT

This annual report presents evaluative descriptions of meeting activities and recommendations to achieve goals of providing high quality services and activities to the membership. It also includes information on the membership, the budget, group publications, and other professional activities. (RAA)

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CHICAGO ONLINE USERS' GROUP (COLUG)

ANNUAL REPORT

1979 - 1980

Submitted by

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COLUG Chairperson
1979 - 1980

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1. ORGANIZATIONAL STRUCTURE

Due to the rapid growth over the past two years, the structure of COLUG has become more formalized. At the conclusion of Dave Grossman's term (Chairperson 1978-1979), four positions existed: Chairperson, Vice-Chairperson. Recording Secretary/Newsletter, and Treasurer. With the burgeoning growth of the group, it became necessary to agument the number of individuals responsible for designated activities.

Commencing with the 1979-1980 COLUG term, additional positions were included. As of the expiration of this 1979-1980 term, the following positions exist:

Chairperson
Vice-Chairperson
Recording Secretary/Newsletter
Editor
Treasurer
Program Coordinator
Workshop Coordinator
Placement Coordinator
Regional Midwest Coordinator
Membership Coordinator
Mailing List Coordinator
Publicity Coordinator
Hospitality Coordinator

As the year has progressed, each position has encompassed additional activities that heretofore were not thought of. The fact remains that group growth has and probably will be paralleled by growth of administrators' responsibilities. That is an inherent aspect of group involvement.

Two additional positions will be added at the commencement of the 1980-1981 year: a Medical Liaison and a Law Liaison. These positions will enable COLUG members to coordinate more activities with other professional subject-related information groups, as well as communicate to members of these groups, COLUG activities that may be germane to their interests.

2. MEETINGS

2.1 General Membership Meetings

2.1.1 1979 - 1980 General Membership Meetings

There were eight general membership meetings during the 1979-1980 year. Three were dual presentations; one was a panel session; three consisted of one topic only and hence one speaker each (one of these meetings was a jointly sponsored meeting with ASIS); and two were dinner meetings.

Table 1

No.	Meeting Topic	Place	Type	Time
**1	Lockheed Update; Trials and Tribulations of Creating Your Own Database	Chicago Tribune	Dual Presentation	Evening
**2	SDC Update; Automated Indexing of Legal Memoranda	Foote, Cone & Belding	Dual Presentation	Evening
**3	Predicasts Overview	IITRI	Single Topic Speaker	Evening
*4	Management Contents; Online Search Services at Chicago Public Library-- an Update	Kinzey Steakhouse	Dual Presentation	Evening
**5	Searching and Finding Patents	Foote, Cone & Belding	Single Topic Speaker	Evening
6.	Word Processing; Hardware Update and Online Searching	Chicago Tribune	Panel	Evening
*7.	Euronet; Ramifications for the U.S. Market	Stouffers	Single Topic Presentation (Joint ASIS Meeting)	Evening

*Dinner Meetings

**Refreshments provided at no cost

2.1.2 General Membership Meetings: Attendance Figures

Attendance sheets for every meeting (with the exception of May 7--invited speaker) were maintained. The number of attendees per general membership meeting follows:

Table 2

No.	Meeting	No. of Attendees
1	Lockheed Update; Trials and Tribulations of Creating Your Own Database	30
2	SDC Update; Automated Indexing of Legal Memoranda	18
3	Predicasts Overview	7
4	Management Contents; Online Search Services at Chicago Public Library--An update	34
5	Searching and Finding Patents	35
6	Word Processing; Hardware Update and Online Searching	37
7	Euronet; Ramifications for the U.S. Market	50
		211

The average attendance figure was 30. Based on the number of members (120) in January 1980 that represents a 14 percent representation.

The institutions and type of institution represented at the General Membership Meetings and concomitant frequency are indicated in Table 3. Analysis of meetings renders the following:

(1) Attendance increased for Inland Steel, Schiff Hardin and Standard Oil.

(2) Attendance decreased for Argonne, SDC, Foote, Rush U, U of C, Chicago State and CPL.

(3) Attendance was steady for U of I (Medical), Wheaton College, Beatrice Foods, and Michael Reese.

(4) Attendance rose, peaked or fell for Kirkland Ellis, U of Iowa, Armak, Baxter-Travenol, Kraft, Technomic, NWU.

Table 3

General Membership Meetings: Attendance

Meeting (1) Univ.	Lockheed Update, Trials & Trib. of Creating own DB 9/11/79	SDC Update, Automated Index of Legal 11/1/79	Predicasts 11/26/79	CPL and Management Contents 1/8/80	Searching & Finding Patents 2/19/80	Word Processing 3/19/80
Chgo. State			1			
DePaul	1			2		
Gov. State						
IIT	1	1		2	1	2
Loyola						
NAT Col. Ed.		1		1		
NWU	2					1
Rush U.						2
U of C						1
U of Iowa		4				
U I Circle	2	2				2
U I Med.	2			2		2
U I Urbana						
Wheaton Col.			1		1	
(2) Companies						
Arthur Conn & Asso.						1
Allstate		1				
ARMAK	2				1	
Boston Consult.						1
Booz, Allen						1
Albert Culvr						
Baxter Trav.				2	2	
Beatrice Food					1	1
Dataquest						1
BRS				1		
Chemplex						1
AT&T	1					1
Foote, Cone, Belding		1			1	
Gard Inc.						1
Harsh, Rotman						
Helene Curtis						
Inland Steel					2	3
Heizar						
Heidrick, Strug.						
1st National	1					
Inform Con				1		
Gould					1	
Kirkland	2	4		3	2	
Kraft	1		2	1	1	2

	Lockheed Update, Trials & Trib. of Creating own DB 9/11/79	SDC Update, Automated Index of Legal 11/1/79	Predicasts 11/26/79	CPL and Management Contents 1/8/80	Searching & Finding Patents 2/19/80	Word Processing 3/19/80
Lockheed	1			1		
Libby's	1			1		1
Harper Needham						
A. Meyerhoff						
Marsteller				1		
Management Con.				1		
NWA & O					3	
PPG	2					
PGLC					1	
Quaker Oats					1	
Schiff Hardin		1		2		
Sherwin-Wil.	1					
SLS Serv.						
STD Oil Ind.	1			1	7	3
SDC	1				1	1
DeSoto						
Technomic	1	1	1	2		1
Walter-Thompson	1					
Telemedia		1		1		
UOP						1
Wrigley, WM					1	1
(3) Other						
Chicago Public Library				3	4	1
Continental			1	1		
Database N.						
Chicago B of T				1		
Chicago Tribune				1	1	
Ill. Geolog.						
Argonne	2		1	1		
Am. Dental Assn.						1
Nat'l. Safety	2					
Michael Reese	1	1		1		
LUMC						1
Surburban Library System	1				1	
US Army Corps of Engineers						
Waukegan Library						2
Unaffiliated					2	1
TOTALS	30	18	7	34	35	37

(1) Company divisions are linked to parent organizations i.e., IITRI and Kemper are shown as IIT, Bell Labs and Teletype Corp. are shown as AT&T.
(2) The chart is roughly sectioned into universities, companies and other organizations such as agencies.
(3) The meetings are shown in date order.

Unfortunately, it appears that those institutions whose employees attend regularly are in fact COLUG Officers and Coordinators (IIT, Michael Reese, CPL, SDC, and Technomic).

No correlation seemed to exist between attendance figures and dinner or non-dinner meetings. Those meetings with only refreshments attracted just as many people as dinner meetings.

2.1.3 General Membership Meetings: Evaluations

Unfortunately, it was difficult to compel all attendees to submit evaluation sheets before they departed from meetings. The following represents data obtained from evaluation sheets that were submitted. The columns that are numbered correspond to the queries on the evaluation sheets. (Table 4)

2.1.3.1 Analysis of Evaluations

2.1.3.1.1 Number of Responses

With one exception--Meeting No. 3--the percentage of responses were always less than 50 percent. Meeting No. 3 (with an 85 percent response) was the least attended meeting. As a result, it was probably more facile to obtain attendees' evaluations before they dispersed from this particular meeting.

2.1.3.1.2 Purview of Group (Query 1)

Only one individual considered a presentation to be extraneous to COLUG's scope--Meeting No. 1. The topic concerned the travails of creating an internal database.

2.1.3.1.3 Meeting Professional Needs (Query 2)

Two attendees asserted that the presentations did not address their professional needs--Meetings No. 5 and 6. No elucidation was provided.

2.1.3.1.4 Extending Future Invitations to Speaker(s) (Query 3)

Several respondents did not favor inviting some of the speaker(s) in the future. This accounted for a very small percentage--Meeting Nos. 1, 4, 5 and 7--and oftentimes was countered by positive remarks. For example, examination of Meeting No. 5 indicates that two did not want to invite the speaker, however, 5 respondents--Query 5f-- lauded the speaker for an informative discussion and an excellent delivery.

2.1.3.1.5 Location (Query 4)

Three respondents found the location unsatisfactory--Meeting Nos. 3 and 4. Additional negative comments were provided within the Comments Section--Query 5a and 5d. Invariably, individuals have complained about meetings conducted South of the Loop (specifically, IITRI). However, since the accomendations are provided gratis, the planners have continued to utilize this facility.

Table 4

General Membership Meetings: Evaluations

No.	Date	Meeting	Speaker	No. of Responses	No. of Attendees	Response %	(Query 1) Felt Topic(s) Fell Within Purview of Group? Yes/No	(Query 2) Felt Topic(s) Addressed Professional Needs? Yes/No	(Query 3) Would Be Interested In Inviting Speaker? Yes/No	(Query 4) Found Location Suitable? Yes/No	(Query 5) Comments
1	9/[illegible]1/79	Lockheed Update; Trials and Tribulations of Creating Your Own Database	RKaminecki SPyrce	6	30	20	5/1	6/0	5/1	6/0	(a) One found location difficult to get to--from suburbs. (b) One felt meeting too lengthy without substantial food; one thought food was good.
2	11/1/79	SDC Update; Automated Indexing of Legal Memoranda	DGrossman LBush	2	18	11	2/0	2/0	2/0	2/0	(c) None.
3	11/26/79	Predicasts Overview	R. Kubilianis	6	7	85	6/0	6/0	6/0	4/2	(d) One claimed that the IIT-RI location was too isolated
4	1/8/80	Management Contents; Online Search Services at CPL	JKarantz CWilkins	6	34	17	6/0	6/0		5/1	(e) One felt meal was too expensive.
5	2/19/80	Searching and Finding Patents	AValiconti	12	35	34	12/0	11/1	10/2	12/0	(f) Five respondents gave the speaker excellent comments regarding her presentation. Felt Derwent search strategies should have been given.
6	3/19/80	Word Processing; Hardware Update and Online Searching	IFarkas Conn JTrapani MPaskewiz	4	37	10	4/0	3/1	4/0	4/0	(g) Recommended having a break in middle of program.
7	5/7/80	Euronet: Ramifications for the U.S. Market	EBrenner	1	50	2	1/0	1/0	0/1	1/0	(h) Speaker was not informative. Discussion generated by audience was good. Felt a different restaurant than Stouffer's should be used.

2.1.3.1.6 Comments (Query 5)

Three comments were of an alimentary nature--Query 5a, 5e and 5i. Food is an important factor to consider. This holds true particularly in the evening. It appears that if a presentation is somewhat long, nourishment seems to compensate for the length of the meeting.

2.2 Database Workshops

2.2.1 1979-1980 Database Workshops

There were three Database Workshops during the 1979-1980 year.

Table 5

No.	Workshop Topic	Price	Place	Area	Time
8	Data Courier	$35/50	Foote, Cone & Belding	Business	1½ days
9	BIOSIS	$0	Natl. Col. of Educa.	Physical Services	1 day
10	NTIS	$18	Natl. Col. of Educa.	Govt.	1 day

2.2.2 Database Workshops: Attendance Figures

The attendance sheets for the BIOSIS workshop were not submitted. The number of attendees per the three remaining Database Workshops follow.

Table 6

No.	Workshop Topic	No. of Attendees
8	Data Courier	26
9	BIOSIS	20
10	NTIS	38
	Total	84

The average attendance figure was 42. This exceeds by 12, the average number of attendees at General Membership meetings. Further analysis of the

attendance sheets yields the institution represented at each of the Database Workshops. The purpose is twofold: (1) to ascertain whether the topic appealed to members who normally would not be expected to use the particular database; and (2) to assess the percentage of attendees from a given segment of the membership. Table 7 provides a breakdown of institutions and attendance figures.

It is difficult to conclude whether cost precluded high attendance figures. Albeit BIOSIS was a free workshop, less attended it than the NTIS workshop which cost $18.00. On the other hand, Data Courier which cost more than the NTIS workshop, attracted less individuals.

2.2.3 Database Workshop: Evaluations

Evaluation sheets were submitted for two workshops--BIOSIS and NTIS. Table 8 depicts the data compiled from the evaluations.

2.2.3.1 Forms

It should be noted that the evaluation form was modified by the time of the NTIS workshop. The previous form included more queries. As a result more information could be gleaned about the likes/dislikes of the attendees. The BIOSIS evaluation sheet encompassed many more facets that are of particular interest for workshop presentations. Conversely, the NTIS workshop evaluation form would have been more appropriate for a general membership meeting. Three main categories which are cogent aspects to consider, and to solicit information about, include:

(1) whether the workshop should be repeated in the future;

(2) what is the maximum amount that attendees would be amenable to paying, and

(3) what level did the attendees judge the material presented to be and was the level satisfactory?

Data compiled from evaluation sheets should, in turn, be submitted to database producers and vendors. In so doing, online users/groups will communicate their monetary constraints to database producers and vendors.

Table 7

Database Workshops: Attendance

Meeting	Data Courier Workshop 9/11/79	NTIS Workshop 2/29/80
(1) Univ.		
Chicago State	2	
De Paul		2
Gov. State	1	
IIT		
Loyola		1
Nat. Col. Ed.		
NWU		1
Rush U.		3
U of C		4
U of Iowa		
U I Circle		1
U I Med.		1
U I Urbana		2
Wheaton Col.	1	1
(2) Companies		
Arthur Conn.		
Allstate	1	
Armak		1
Boston Consult.		
Booz, Allen		1
Albert Culver.	1	
Baxter Trav.	1	3
Beatrice Foods	1	
Dataquest		
BRS		
Chemplex		
AT&T		
Foote, Cone, & Belding	2	
Gard, Inc.		
Harsh, Rotman	1	
Helene Curtis	1	
Inland Steel	1	
Heizar	1	
Heidrick, Strug.	1	
1st Nat'l.		
Inform Con		
Gould		
Kirkland		1
Kraft		1

Table 7

Database Workshops: Attendance

Meeting	Data Courier Workshop 9/11/79	NTIS Workshop 2/29/80
Lockheed		
Libby's	1	
Harper Needham		1
A. Meyerhoff	1	
Marsteller	1	
Management Con.		
NWA & O		
PPG		
PGLC		
Quaker Oats		
Schiff, Hardin		
Sherwin-Wil.		
SLS Serv.		
STD Oil Ind.		1
SDC	1	
DeSoto	2	
Technomic		1
Walter-Thompson		
Telemedia		
UOP		
Wrigley, WM		
(3) Other		
Chicago PL	4	4
Continental		
Database N.	1	
Chgo. B. of Trade		
Ill. Geolog.		3
Argonne		
AM Dental Assn.		
Nat'l. Safety		
Michael Reese		1
LUMC		
Suburban Library		
US Army Corps of Engineers		3
Waukegan Library		
Unaffiliated		1
TOTALS	26	38

(1) Company divisions are linked to parent organization, i.e., IITRI and Kemper are shown as IIT, Bell Labs and Teletype Corp. are shown as AT&T.
(2) The chart is roughly sectioned into universities, companies and other organizations such as agencies.
(3) The meetings are shown in date order.

Table 8

Database Workshops: Evaluations

No.	Date	Workshop Topic	Speaker	No. of Responses/ No. of Attendees	% Resp.	(Query 1) Interested in Repeating Workshop in Future? (Yes/No)	(Query 2) Opposed to Paying a Fee for Workshop? (Yes/No)	(Query 3) Maximum Willing to Pay?	(Query 4) Level of Material Presented?	(Query 5) Level of Material Presented Satisfactory (Yes/No)	(Query 6) Suitable Location? (Yes/No)	(Query 7) Comments
9	October 19, 1979 Friday	BIOSIS	Ann Farren	20/20	100%	14/4 (2--no response to query)	6/14	$5 1 10 2 15 1 25 5 35 1 40 1 (2--no response to query)	Beg/Int/Adv/B+I 12 7 0 3	20/0	19/1	(a) Six explicitly stated Ann Farren was excellent. (b) One would have preferred workshop in suburb. (c) One would have liked tea included in addition to coffee.
10	February 29, 1980 Friday	NTIS	Ted Ryerson	31/38	81%	(Query 8) Felt Topic Fell Within Purview of Group? (Yes/No) 30/1	(Query 9) Felt Topic Addressed Prof. Needs? (Yes/No) 31/0	(Query 10) Interested in Inviting Speaker in Future? (Yes/No) 29/1 (1--no answer)	(Query 11) Suitable Location? (Yes/No) 28/3			(d) Three were displeased with audiovisuals. (e) Two felt lunch was too long. (f) Two asserted that hands on exp. would have been helpful. (g) Three stated more discussion of search strategies would have been helpful.

2.2.3.2 Analysis of Evaluations

Since a sizable percentage of the attendees responded, the evaluations accurately reflect the respondents viewpoints.

Some conclusions:

(1) Both speakers should be invited again--Nos. 1, 7a, and 10.

(2) Location (central) was satisfactory--Nos. 6 and 11.

(3) The majority were not opposed to paying a fee--No. 2--if it was between a $10 and $25 range--No. 3.

(4) Even though the level of material was judged to be primarily at a beginner's level, the respondents felt it was satisfactory (5). With regards to the NTIS Workshop, the majority asserted that the meeting topic fell within the scope of the group and that it addressed their professional needs--Nos. 7 and 8 respectively.

Recommendations are provided in Section 7.3.

2.3 Special Meetings

2.3.1 1979-80 Special Meetings

Two special meetings were held during the 1979-80 year: a Search Strategy Clinic and a Midwest Regional Meeting.

2.3.1.1 The Search Strategy Clinic

The Search Strategy--the first to be conducted by COLUG--consisted of a two-day event. It was held on April 25 and 26th, 1980 at Standard Oil of Indiana.

The cost of the meeting was $3/session. Seven sessions were held. Sixty-one individuals attended. Evaluations sheets were distributed. A list of sessions per day juxtaposed with the group leaders is shown on Table 9.

Special meetings are main attractions. As a result, it is incumbent upon leaders to analyze these carefully. Hence, Table 10 provides a more exhaustive analysis than preceding tables.

Several aspects of the tallying should be noted:

(1) Not every query was answered. Hence, there is often a discrepancy between the data in one query category and the total number of responses. For example, Session 6 had 13 responses, however, only 6 responded to query number 7.

(2) The number of attendees is impossible to accurately appraise since the session permitted roamers.

Table 9

Search Strategy Clinic Leaders

Session	Group Leader(s)	Day
1. Basic	Karen Switt	Sat.
2. Business	Karen Switt	Fri.
	Ann Hullihan Bob Luberda Eben Kent	Sat.
3. Chemistry	John Frazier	Fri. Sat.
4. Current Affairs	Carol Wilkens	Sat.
5. Engineering	Alexandra Moore Bob Buntrock	Fri.
6. Medical	Shirley Czezanski	Sat.
7. Social Sciences	Joann Lee	Sat.

Table 10

Search Strategy Clinic: Evaluations

Ses.* No	Ses. Topic	Day	Group Leader(s)	No. of Resp.	No.** of Att.	Resp. %	(Query 5) Vendors Helpful Yes/No	(Query 6) Level of Exp. New/ Inter./ H. Exp.	(Query 7) Sub. Matter Too Broad or Narrow Broad/ Narrow/ Satisf.	(Query 8) Would You Attend A Future Clinic? Yes/No	(Query 9) If No, Cite Reasons	(Query 10) Addl. Subjects That Should Have Been Provided
1.	Basic	Sat.	KSwitt	2	2	100	2/0	2/0/0	0/0/1	2/0		
2.	Bus. Law	Fri.	KSwitt	7	13	53	7/0	3/2/2	2/0/4	4/1		Pub. Admin.-related databases, Legal & Govt. document/information sources. Nonbibliographic databases. Computational forecasting.
		Sat.	BLuberda EKent	10	17	68	10/1	4/3/3	1/0/4	7/1		
3.	Chem.	Fri.	JFrazier	16	27	58	15/0 (1-only SDCL; 1-Dialog)	10/5/1	3/1/4	12/2	Novice searchers in group--experienced did not learn anything. Too advanced.	Patents--3 to that effect. Agricola FSTA
4.	Current Affairs	Sat.	CWilkens	14	22	63	11/2	5/7/2	2/1/8	12/0		
5.	Engrg.	Fri.	AMoore	8			8/0	3/3/2	2/1/5	6/1	More organization needed.	General environment queries
6.	Med.	Sat.	SCzezanski SIfshen	13	26	50	11 (1-somewhat 2-none were available)	6/2/5	0/1/5	9/3	Felt seminar broke down into system mechanics discussion rather than with search strategy applications across systems.	More biology
7.	Social Sci.	Sat.	JLee	5	15	33	5/0	3/2/0	1/1/1	4/1		

Composite Comments for All Sessions

1. Personnel Backgrounds

Separate participants by level of experience	(6)
Separate participants by background	(2)

2. Program Organization

More organization required	(3)
Limit session to 2½ hours	(1)
Need groups smaller than 6	(3)
Need vendors to be present for questions	(2)
Need more "hands on" time	(1)
Need participant discussion time	(1)
Divide session into types of services	(1)
Need specific strategy for NY Times Information Service	(1)
Beneficial to have various systems for comparison	(1)
More discussion on general databases, less on special need list of databases from each vendor	(1)
Need tighter structure	(3)

3. Instruction

Better direction required	(1)
Practice search strategy during session	(1)
Have some searches prepared in advance	(4)
Need more information on term combination	(1)
Need more information on search modification	(1)
Need one page sample searches per person	(1)
Need less searches prepared in session	(1)
Discuss advantages of searching same file supplied by different vendors	(2)
Focus on methods of identifying primary, secondary and long shot choices for searches	(1)

4. Facility Organization

Need better equipment layout	(2)
Need opaque projectors when individual copies of data or indexes not available	
Need terminals in strategy rooms	(1)
Need video monitors in strategy rooms	(1)

5. Environs

Need quieter room	(2)
Need less internal noise	(1)

*Meeting--Search Strategy Clinic - April 25-26, 1980
Actual Coordinator evaluation sheets will be retained in archives. This Table is an analysis of the session and the meeting as a whole--not of the Group Leaders.

**Indicates the number of individuals that paid for that particular session. Since individuals were allowed to visit various sessions, only an approximate figure is possible.

(3) Several respondents provided the same comments to various sessions. For example, one respondent stated that sessions were too loosely structured. This statement was reiterated throughout the sessions that the respondent attended. This tends to skew the responses making it difficult to determine if many respondents felt the same or if it was the same individual(s) who considered the sessions as too loosely formatted.

An analysis of the categories renders the following:

(1) Seventy-five (75) individuals responded, or 61% of the aggregate 122 that attended any or all sessions.

(2) Seventy-two (72) attendees answered query No. 5. Of these, 95% felt that the vendors were helpful; 5% did not.

(3) All respondents answered query No. 6. Of these, 45% were new searchers; 36% were at an intermediate level; and 20% were highly experienced.

(4) Forty-eight (48) individuals responded to query No. 7. 67% believed the subject matter presented was appropriate; 23% felt it was too broad; 10% felt it was too narrow.

(5) Sixty-five (65) individuals responded to query No. 8. The majority--95%--would attend a future search strategy clinic; 5% would not.

(6) Two reasons were given for not attending future search clinics in query No. 9: search strategy applications were not dealt with and the clinic was too disorganized.

(7) Five respondents answered query No. 10. The following topics were suggested:

More biology
Several environment queries
Patents
Agricola
FSTA
Non-bibliographic databases--computational and forecasting
Public administration databases
Legal and government document/information sources

(8) Approximately 20 individuals responded to query No. 11--Comments, delineated under query No. 11, frequently appeared more than once. Those that were listed under different sessions and reappeared includes the following categories:

Physical area not conducive for the clinic (too noisy, etc.)	5
Group sessions need to be separated by level of experience or background (e.i., type of library or service)	4
Sessions need tighter structure	9
Search time has to be increased	3
Search strategies nave to be developed and explained in more detail	4
Vendors were not readily available	

Several conclusions can be drawn from the foregoing analysis:

(1) Since roaming was permissible, it is difficult to discern whether 61%--or the 75 respondents--included many of the same individuals or was more representative of the group at large.

(2) The majority of the group felt the vendors were helpful, however, several indicated in query No. 11 that the vendors were not readily available.

(3) Nearly half of the respondents were new searchers. Only one-fifth were highly experienced searchers.

(4) Twenty-seven individuals--nearly 40%--did not respond to query No. 7. Of those that did 67% felt the subject matter presented was appropriate.

The response to this query was the lowest with the exceptions of the open-ended queries--i.e., No. 9, 10 and 11. One can only speculate as to why the respondents refrained from answering this query. Perhaps, the query, as stated, was nebulous or did not provide sufficient breakdowns.

(5) Albeit, many suggestions and complaints were registered, the overwhelming majority indicated a desire to attend a future search strategy clinic.

Recommendations are provided in Section 7.3 of this Annual Report.

2.3.1.2 The Second Annual Midwest Regional Online Users Group Conference

The Second Annual Conference was conducted at Northwestern University Campus. It was held on July 25th and 26th, 1980.

The cost of the meeting was divided into categories--i.e., by session, by membership or non-membership status, and by pre-registration or at door registration.

The attendance tripled from the previous year's attendance figures--i.e., 50 to 170. Ten states were represented: Iowa, Kansas, New York, Illinois, Missouri, Michigan, Ohio, Wisconsin, Nebraska, and Kentucky. The majority of attendees were from Illinois.

As with the Search Strategy Clinic conducted in April, roaming was permissible. This precluded an accurate attendance figure per session. Hence, the percentage of attendees that responded to the evaluation sheets is difficult to determine and will not be done. The data on Tables 11, 11a, 11b, 11c, and 11d are representative of the individuals that did respond.

2.4 Planning Committee Meetings

2.4.1 1979-80 Planning Committee Meetings

Planning Committee Meetings were held on a quarterly basis. The meetings were attended by Officers and Coordinators, some Planning Committee members, and were additionally open to the general membership.

The purview of the meetings was to enable discussion on topics of concern and set current policy. Each Officer and Coordinator was required to attend and provide a report of activities that were conducted during the last four months, or since the last Planning Committee Meeting. Future plans or tasks to be performed were also indicated. If Officers or Coordinators were unable to attend, the Chairperson was apprised and any relevant information was communicated to those attended.

2.4.2 Planning Committee Meetings: Attendance Figures

Table 12 indicates the number of attendees at Planning Committee meetings. Obviously, the last Planning Committee for the 1980-81 term August 27th, is not shown. It is at this meeting where the Annual Report will be delivered and hence figures from the meeting could not be included.

Table 12

Meeting No.	Place	Date	Type	No. of Attendees
1	Chicago Cultural Center	October 24, 1979	Strictly business	16
2	Chicago Cultural Center	January 30, 1980	Strictly business	15
3	Stouffer's	April 8, 1980	Dinner	15

All Officers attended every meeting. The number of Coordinators that attended fluctuated. Unfortunately, few of the other Planning Committee--excluding Officers and Coordinators, circa 25 Planning Committee members--attended. Considering that there are 12 Officers and Coordinators and that most of these attended at any given Planning Committee Meeting, then a truly insignificant number of other Planning Committee members attended.

Table 11

Midwest Regional Online Users Group Conference--Overall Evaluation

Conference evaluation sheets were filled in by 31 out of 170 attendees (18.2%). The responses were largely positive for all questions. Over half of the respondents left some questions unanswered.

A matrix chart was drawn showing questionnaires vertically and questions horizontally. The questions were divided into directly answerable (Yes or No or Some or Somewhat) and open ended questions where the response was less quantifiable.

The directly answerable questions are listed below for categories of Yes (Y), No (N), Some or Somewhat (S) and No Response (NR). Other queries begin on next page (beginning with question 5A).

Question 1. Relevance of topics

Y = 30 S = 1

Question 2. Address professional needs?

Y = 25 N = 2 S = 4

Question 3. Future update on talk?

Y = 18 N = 5 S = 6 NR = 2

Question 4. Location suitability

Y = 21 N = 7 S = 1 NR = 2

Question 5A. Were most sessions useful?

Most = 15 Few = 3 NR = 13

Question 6A. Was banquet price reasonable?

Y = 24 N = 0 NR = 7

Question 6B. Was registration price reasonable?

Y = 24 N = 0 NR = 7

Question 8A. Next year's meeting should be held in Chicago?

Y = 26 N = 1 S = 0 NR = 4

(Note: Some answered yes and gave alternative locations in Q8B.)

Question 9. Convenient length meeting?

Y = 29 N = 0 S = 0 NR = 2

Question 10A. July as a suitable meeting month

Y = 23 N = 2 S = 0 NR = 6

Question 11A. Were people friendly?

Y = 25 N = 0 S = 3 NR = 3

Question 11B. Were people helpful?

Y = 22 N = 0 S = 2 NR = 7

Comments from question 3 specified in two cases which sessions should have updates. One specified session 4, the other session 6. Twenty-nine people were not specific about their needs. (Questionnaire change?)

Question 5A. Were the sessions useful?

Since most people were not able to attend every session; a check mark was counted as most. A few people attended all sessions in one day.

All useful = 1 Most useful = 14 Few useful = 3 NR = 13

Question 5B. The best sessions mentioned showed no response of 10 for the first choice and 16 for the second choice sessions.

Sessions mentioned on first line		Sessions mentioned on second line		Total mention
1.	thrice	1.	none	three
2.	twice	2.	once	three
3.	once	3.	thrice	four
4.	thrice	4.	five times	eight
5.	thrice	5.	none	three
6.	eight times	6.	four times	twelve
7.	none	7.	once	one
8.	none	8.	none	none
9.	once	9.	once	two

Question 7. Was the food adequate?

Adequate = 13 Excellent = 6 Good = 4 Good value = 2 Bad = 1 NR = 5

Question 8B. Alternative to Chicago as a meeting city

Midwest = 3 Suburbs = 2 Universities = 1 NR = 25

Question 10B. Alternatives to July as meeting month. Comments like "less hot" were coded as spring or fall. WI = Winter, SP = Spring, SU = Summer, FA = fall.

WI = 0 SP = 1 FA = 2 SP or FA = 3 NR = 24

Question 11C. Comments

There were 29 comments including a few from other questions. The comments may be grouped and counted into these categories:

The conference itself = 6
The conference planning = 17
The conference environment = 6

The comments are listed and tallied under their headings:

The conference itself:

Practical information valuable	1
Good variety	1
Outstanding	1
Well organized	4
Appreciated human qualities	1
Conference proceeded as scheduled	1

The conference environment:

Choose a less congested area of city	1
Need free parking	1
Air show disturbing	6
Room unsuitable	1
Need air conditioning	5
Too many vacationers in city	2

The conference planning:

Not helpful to inexperienced workers	1
There should be more handouts	1
Need more small training groups	1
Need attendee list	1
Registration should be limited	1
Need panel of experts (in areas selected by registrants)	2
Vendor set up time excessive	4
Need vendor consultation time after talk	1
Need more academic papers	1
Conference should not be longer	1
All sessions should be in one building	1
Speakers and their material need reviewing	2
Days Friday and Saturday are best	1
Need more video demonstrations	1
Mail conference information earlier	1
Travel information in packet good	1
Travel information in packet inadequate	1

Table 11a

Midwest Regional Online Users' Group Conference
Session 1a--Search Strategy Clinics (Business)

Questionnaires returned numbered 22: Attendees numbered approximately 40.

Question 3. Rating of session

Exc. = 1 Very Good = 6 Good = 5 Fair = 9 Poor = 1 No response = 0

Question 4. Were the vendors helpful?

Yes = 8 Somewhat = 13 No = 0 No response = 1

Question 5. What level of experience do you consider yourself?

New searcher = 10 Moderately exp. = 9 Highly exp. = 2 No response = 1

Question 6. How was the subject matter?

Too narrow = 1 Appropriate = 19 Too Broad = 1 No response = 1

Question 7. Topics requested in addition to business (with count)

Employment	(1)
Inflation	(1)
Law	(3)
Education	(1)
Psychology	(1)
Sociology	(2)
Current Affairs	(1)
Information format and structure	(1)

Question 8. Would you attend a future search strategy clinic?

Yes = 14 Undecided = 7 No = 1 No response = 0

Reasons pro and con (with count)

Improvements have to be promised before attendance	(1)
Need better organization	(5)
Need more strategy sharing	(6)
Need beginners sessions	(3)

Question 9. Suggestions for future clinics:

Smaller groups	(14)
More terminals	(5)
More time	(4)
Less preparation time before use	(3)
Start punctually	(2)
Need more interaction	(3)
Need more user manuals	(2)
Separate the levels of experience	(3)
Need better rooms	(2)
Need more data aids (Thesaurus, SIC codes, etc.)	(3)
Discussion at round tables	(1)
Need database lists	(1)
Better debriefing	(1)
Only one database/session	(1)
Need separate rooms	(1)
Limit search questions	(1)
Separate work backgrounds	(1)
Database list needs file numbers	(1)
State goals clearly	(1)
Know the audiences needs	(1)

Table 11b

Midwest Regional Online Users' Group Conference

Session 4 -- Databases You Should Know About

The Databases Session received 15 evaluations out of 170 attendees. (8.8%)

Question 3. Rate the session

Excellent = 1 Very good = 3 Good = 9 Fair = 2 No response = 0

Question 4. Were the vendors helpful?

Yes = 12 Somewhat = 3 No = 0 No response = 0

Question 5. Level of experience

New searcher = 4 Moderately experienced = 7 Very experienced = 4

Question 6. The subject matter in this session was:

Too narrow = 3 Appropriate = 10 Too broad = 2

Question 7. Subject areas for future sessions and (requests)

Law	(2)
Social sciences	(1)
Social science statistics	(2)
Consumer	(1)
Demographic	(1)
Educational counseling	(1)
Bibliographic	(1)
Scientific papers	(2)
Private data bases	(1)
Commodities	(1)
Business	(1)

Question 8A. Would you attend a future session?

Yes = 12 Undecided = 3 No = 0

Question 8B. Reason for attending or not attending (and count)

Need to keep current	(2)
D.B. work large part of job	(2)
Need experience	(2)
No travel budget	(1)

Questions 9 & 10. Suggestions and comments (count)

Control speakers time	(5)
Session should be better organized	(3)
Need more video display units	(3)
Need midsession break	(2)
Need less detailed description	(2)
Airshow troublesome	(2)
Vendors should discuss cost	(2)
Need better room layout	(1)
Need air conditioning	(1)
Separate sessions for separate d.b.	(1)
Better room lighting	(1)
Room should be better equipped	(1)
Vendors should address non-profit small budget users	(1)
Recommended talk structure	(1)

who may subscribe?
what does the service cost?
what is present customer base?
what hardware must the searcher have? cost?
how do you access the service; Bell, Telenex?
keep the sales pitch for those who ask for it

Table 11c

Midwest Regional Online Users' Group Conference

Session 7 -- Administration of an Online Users' Group

There were 5 evaluations out of 170 attendees (2.9%).

Question 1. Rating of coordinator

Excellent = 4 No response = 1

Question 2. Attendance at future sessions

Yes = 5 No = 0

Question 3. Reasons for future non-attendance

None given

Question 4. Most valuable points gleaned from session

Plans and pitfalls useful as guides to form user group
Learning of other groups exposure to National Online Circuit
Hearing of other groups activities
Possibilities of other group cooperation
Importance of structure in groups
Ideas for programs
That other groups use search strategies more
Interest in management high

Question 5. Suggestions and comments

Should be a roundtable discussion
Awkward to have more speakers than audience
Should put sign on room door
Meeting needs more energy

Table 11d

Midwest Regional Online Users' Group Conference

Session 8--Online Searches and the Professional Information Community at Large

There were 17 responses from an attendance of 170 at the Conference.

Question 1. The topics fell within the purview of the group?

Yes-15 Somewhat-1 No-1

Question 2. The topics addressed professional needs.

Yes-10 Somewhat-2 No-5

Question 3. Should the speakers give an update talk?

Yes-7 Maybe-3 No-6 No Response-1

Question 4. Suitability of location.

Yes-16 No-1

Question 5A. Appropriateness of subject matter.

Too narrow-0 Appropriate-9 Too broad-3 No Response-4

Question 5B.

	Speech helpful?			Presentation			
Name	Yes	No	No. Resp.	Fair	Good	Excellent	No Resp.
Bornfleth	5	10	2	11	5	1	0
Fabisoff	15	1	1	0	7	8	0
Ifshin	11	4	2	1	10	6	0
Natecki	13	2	2	3	10	4	0
Kamenicki	13	2	2	4	9	3	1
Roose	11	2	4	2	8	5	2
Salovarra	8	7	2	8	8	1	0
Schiffenbaur	16	0	1	0	15	2	0
Gonzalez	4	0	13	0	2	2	13

Comments

Too much history	2
Not interested in organizations	1
Speaker's script should not be used	1
Room too cold	1
Monologues too long.	1
Sessions appropriate for regional meet, not local	1
Good discussions	1
Good meeting	1
No comments	10

Those meetings that were "strictly business" did not preclude a large turn-out. In fact, there was no difference in attendance figures between "strictly business" meetings and dinner meetings.

Attendance at Planning Committees averaged 15 per meeting.

3. COLUG MEMBERSHIP

3.1 Membership Profile

In January, 1979, scrutinization of membership information yielded the following backgrounds of members. (Table 13)

In March 1980, more data was collected rendering the information displayed on Table 14.

At the end of July, 1980, the data was accumulated and is depicted on Table 15.

Analysis of Table 13 indicates that 58% of the membership was from the Corporate/Industry/Private sector; 10% were from the Academic Non-Medical sector; approximately 8% were from the government sector; 7% were from Research Institutes and Societies; and the remaining 17% were scattered across the following categories: Public, Network, Academic Medical, Information Brokers, Vendors, Hospitals, and No Affiliation.

Data from Table 13 changes radically in Table 14 for some categories. Additionally more information has been added.

In Section A, the membership by gender is given--84% are female, 15% are male,and 1% are corporate memberships with gender not being indicated.

In Section B, again the majority of the membership is shown to come from the Corp/Ind/Private sector but there is a decline in the figure--from 58% to 37%, 19% come from the Academic Non-Medical sector--an increase in this category from the previous year; approximately 6% are represented from the Network, Academic Medical, Government, Vendor and Law Categories--a definite increase for the Network, Academic Medical, Vendor and Law Categories, but a decline for the Government Category; 3% from the Hospital category--an increase from the previous year; 2% are from the Research Institute/Society category and the No Affiliation--a decline for the Research/Society category; and 1% are from the Public and Information Broker categories--static for both.

Section C reflects degree backgrounds of members--81% have Library Science degrees, 17% do not have Library Science degrees and 2% are not indicated and hence can be construed to be corporate affiliations.

Section D indicates additional professional affiliations. Most were SLA members, a lesser number were ASIS members, close to 40% belonged to both groups,and 22% were only COLUG members.

Table 13*

Membership Profile
January, 1979

	No.
Public	2
Network	1
Corp/Ind/Private	48
Acad Non-med	9
Acad-Med	4
Govt	7
Info broker	1
Vendor	1
Hospital	1
Law	0
Research inst/Society	6
Student	0
No affiliation	2
Total	82

* Date provided by Dave Grossman.

Table 14*

Membership Profile

March 1980

A.	Individual Memberships	Corporate Memberships	Total
M	17	7	17
F	86	5	93
Total	103	12	110
B.			
Public	2		2
Network	7		7
Corp/Ind/Private	36	7	43
Acad Non-med	20	2	22
Acad-Med	8		8
Govt	6		6
Info broker	2		2
Vendor	6		6
Hospital	3	1	4
Law	8		8
Research inst/Society	3		3
Student	1		1
No Affiliation	3		3
Total	105	10	115

C.

Library Sci Degree	86
Non-Library Sci Degree	19
Total	105

Most Non-Library Sci Occur in:

1) Info broker
2) Inst
3) Non Library/Corp
4) Vendor

D.

ASIS	48%
SLA	68%
Both	36%
Neither	22%

* Data provided by Dave Grossman.

Table 15

Accretion Rate of COLUG Membership

Month	New Members	Total Membership
December, 1979		120
June, 1980	77	197
July, 1980	10	207
August, 1980	17	224

Since January, 1980 an average growth rate of 8 new members per month.

Membership Breakdown

Type		Total
Institutional		
	Full--27	28
	5 month--1	
Personal		
	Full--182	
	5 month--10	196
	Student--4	224

*Data provided by Eben Kent.

In summary, it appears that there is a more equitable distribution of backgrounds in 1980 compared to the 1979 year with the majority still coming from the Corporate/Industry/Private sector but a greater number coming from the Academic, Non-Medical sector. Furthermore, most members have Library Science degrees, are female and are SLA members.

3.2 Membership Growth

3.2.1 Recruitment Efforts

Efforts to augment membership evolved into various activities. Three warrant a cursory discussion.

In October, 1979, the Membership Coordinator, John Frazier, conducted a survey of the chemical classes in universities and colleges located in the Greater Chicago area to assess whether the professors of these classes incorporated the chemistry literature as part of the class instruction. The ultimate goal was to visit some of these classes, lend our professional expertise and recruit individuals to join COLUG. At the time of this report, the survey had been completed--Phase I--but it had not been implemented yet. Consequently, no members had yet been recruited as a result of this effort.

Every month the Publicity Coordinator, Laura Miracle,submitted Press Releases to myriad schools and other professional associations. The aim was to apprise non-COLUG members of our activities, open these activities to non-COLUG members and thereby attract more individuals to join COLUG.

Finally, COLUG members periodically visit graduate library science schools in the area. This is an excellent method to promote COLUG and entice students to join. Three members--Dave Grossman, Carol Wilkens and Rebecca Gonzalez--visited Northern Illinois University in DeKalb in October 1979.

3.2.2 Growth Actualization

COLUG has tripled since January 1979. At that time there were 82 members. As of July, 1980, there were 224 members. This figure will no doubt increase and perhaps level off in the not too distant future. However, should the group attract more end users--a specific goal of the recruitment effort and survey conducted by John Frazier--the number of members may incessantly increase. This remains to be seen.

3.3 Membership Involvement

Unfortunately, the percentage of members that were active was a paltry number. In order to counter this trend, several activities were and will be instituted.

One will be specifically under the aegis of the Hospitality Coordinator. It will consist of sending letters to new members, and inviting the new members to become Planning Committee members. In so doing, individuals will become involved at an early stage.

The second activity consisted of contacting members and requesting that their company absorb the costs of printing the Newsletter as many months as possible over the span of a year. A commitment was given for every month of the 1980-81 year.

4. BUDGET

4.1 End of Year Treasury Report

Table 16 displays the receipts and expenditures from August 27, 1979 through August 27, 1980.

Table 16

August 27, 1979 Balance	$629.18
Receipts	
Dues	1,199.00
Introductory Guide	280.80
Search Strategy Clinic	582.00
ASIS/COLUG Meeting	281.00
NTIS	702.00
First Midwest Regional Meeting	549.50
Second Midwest Regional Meeting	4,398.00
Planning Committee Meeting	101.20
Miscellaneous	18.29
	$8,111.79
Expenditures	
Mailing (Postage)	395.16
First Midwest Regional Meeting	458.99
General Membership Meetings	67.00
Mailbox Rental	40.00
Search Strategy Clinic	414.67
NTIS	323.57
Planning Committee Meeting	118.50
ASIS/COLUG	425.77
Exhibits	34.53
Second Midwest Regional Meeting	3,284.52
Election Ballots (Printing & Postage)	15.25
Miscellaneous	40.80
	$5,618.76
Balance at end of 1980 Year	$3,122.21

It is obvious that a lucrative source of revenues over the past year has been meetings, particularly the NTIS Database Workshop. Special meetings, such as the Clinic, also resulted in a gain of approximately $150. While the Midwest Regional Conference indicates a gain of about $1,100, this figure may diminish upon receipt of all bills.

4.2 Dues

Dues were instituted in January, 1979, at $5 per member. Due to escalating costs for disseminating the Newsletter, the dues were increased in September, 1979. Institutional and personal memberships were $8; 6 month dues were $5 and student membership dues were $4.

Considering the increasing costs for mailing the Newsletter, the current dues may eventually have to be raised. In the winter of 1980, an assessment of mailing costs was made. At that time, it was shown that the dues merely covered mailing of the Newsletter.

4.3 Money Making Endeavors

4.3.1 Publications

The Introdirectory Guide published by COLUG in 1978 amassed $600.00. Additional publications that are anticipated to augment the coffers will be the textbook on online searching, the Proceedings of the Second Annual Midwest Regional Online Users Group Conference, and the Compendium of Tasks and Responsibilities of Officers and Coordinators.

4.3.2 Poster Sessions

COLUG participated in a competitive poster session conducted at the National Online Meeting in New York in March, 1980. The prize, had COLUG won, would have been $100.

4.3.3 Meetings

The first meeting whereby COLUG invited a speaker external to the group was held in May, 1980. COLUG paid the speaker's fare to and from Chicago. As a result of this charge, a two-tiered system was instituted. Non-members had to pay more than COLUG members. This method was utilized for the Second Annual Regional Midwest Meeting and, contingent on the consensus of Planning Committee Members, will probably be routinely established.

5. PUBLICATIONS

5.1 Newsletter

The Newsletter which commenced in October, 1978, continues to be issued. Eleven (11) issues will have been completed by the time this report is submitted. The May-June issues were combined into one issue.

The Newsletter has changed over the past year with some variation in size and content. Each 1979-80 issue averaged 13 pages, compared to its predecessor which averaged circa 7-8 pages. Moreover, the content was augmented to include personal information, the Chairperson's Message, suggestions by members and other items.

5.2 Directory

A directory was completed and submitted to the membership in the July, 1980, Newsletter. The directory was compiled by the Treasurer Eben Kent. He created a file of membership data, and created software to accomodate various sorts. The directory will be augmented in the future to include database proficiencies and serve as a resource tool linking individuals that need information to the individuals that can provide that information.

5.3 Textbook

The textbook on online searching was planned to have been completed by June, 1970. However, myriad chapters were not completed. The status as of August 1, 1980 was that four (4) laggard chapters remained to be submitted. The extended completion deadline--including editing--will probably be November, 1980.

Several publishers were provided chapter drafts (Knowledge Industry Publications, Inc. and John Wiley Publishers). No committment has been made.

5.4 Procedures and Forms Manual for Officers and Coordinators

An exhaustive compilation of tasks inherent in each Officer's and Coordinator's position was completed in August, 1980. Since the positions will continually evolve and new positions may develop, the compendium must be continually updated.

5.5 Proceedings of the First and Second Annual Midwest Regional Online Users Group Conference

The Proceedings of the First Annual Midwest Regional Online Users' Group Conference was not completed. However, the Proceedings of the Second Annual Midwest Regional Online Users' Group Conference will be completed by January, 1981. Plans are to publish it and make it available at a charge. Also, ERIC suggested that it be provided via the ERIC database. No decision has been made to that effect.

Most sessions of the Conference were taped. Bernie Szczech will transcribe the tapes, edit them and publish the Proceedings.

6. ADDITIONAL ACTIVITIES

6.1 Professional Support and Cooperation with the Information Community

COLUG consists of a group of experts within certain areas. It serves to abet other groups by disseminating information in areas in which they are bereft of knowledge.

Over the past year COLUG assisted the Chicago Library System, in the person of Eva Brown. The group sought to provide her with the technical and monetary information requisite in developing and maintaining a Training Center. Plans to consider the project are not definite at the time of this writing.

COLUG has also played an instrumental role in coordinating activities on a regional and national level. Through the Midwest Conference, it is hoped that Vendors will tour the Midwest and hopefully circumvent prohibitive costs. Also, the Third Midwest Conference will be scheduled for 1981 to continue aspiring towards regional cooperative efforts. On the national level, COLUG will assist the National Online Circuit in its attempt to truly serve as a clearinghouse of information between online user groups through the nation and abroad.

Local cooperation heretofore has consisted merely of having joint meetings. However, COLUG members had been ruminating about the notion of having an all-inclusive newsletter (online) that would consist of all local professional, information newsletters and calendar of events. A meeting will be schedule to this effect in the fall.

6.2 Annual Survey

A survey was conducted in September, 1980 to ascertain what the membership desired in the way of future programs. The results of the survey were provided to the membership and assisted in formulating the 1979-80 calendar of events.

This survey will be conducted annually in September, 1980 by the Chairperson.

7. RECOMMENDATIONS

7.1 Philosophy of COLUG -- Goals Assessment

COLUG is a preeminent organization. It is revered by innumerable online user groups and additionally by national professional associations. It must maintain the quality of its work. This is a goal that must be continuously adhered to. If membership was to remain static, it would still be incumbent upon COLUG Officers and Coordinators to exemplify a professional image and perform activities that are of high quality.

As part of providing services and sponsoring activities that are high quality, COLUG must continuously assess what the purview of the group should be. Heretofore, COLUG's membership has constituted individuals in libraries and information centers--the end user has not been a COLUG member.

In summary, it is strongly recommended that two issues be addressed and discussed at the first Planning Committee Meeting in October, 1980: quality control and the scope of the group. Furthermore, it is recommended that these two facets be addressed periodically.

7.2 Organizational Structure

COLUG has been able to excel due to its strong, organizational structure. It is recommended that this structure continue to evolve. Continuing growth, in fact,may compel formalization of tasks into particular positions.

In retrospect, it is believed that committees that meet separately from the Planning Committee for a specific purpose (e.g., the Textbook Committee) can be effectual in bringing an activity to fruition. Accordingly, it is recommended that two committees be formed: a Publications Committee and a Consumer Advocacy Committee.

The Publications Committee would be vested with the responsibilities of:

(1) Determining types of publications;

(2) Determining schedule for publications;

(3) Determining costs of publications and any royalties to writers;

(4) Determining writers for publications;

(5) Utilizing graduate students to do research and perhaps enable students to get credit--class credit as well as author credit;

(6) Maintaining an editorial staff that would ensure quality control; and maintain a list of publishers that would be amenable to publishing documents, or conversely,determining how to internally publish and market documents.

The ultimate purpose of this Committee would be three-fold:

(1) To secure monies for COLUG which would obviate the need for increasing dues;

(2) An opportunity to author publications and to circumvent other more entrenched publication channels;

(3) To provide a mechanism by which practitioners can disseminate information to other sectors of the information community, i.e., academic, other professional associations end users, etc.

The second committee would be a Consumer Advocacy Committee entrusted with the following responsibilities:

(1) To continuously keep abreast of regulations and developments in the for-profit sector that impact online users as consumers;

(2) To report on these activities in the Newsletter and raise the consciousness level of COLUG members;

(3) To periodically survey the membership and elicit complaints or suggestions regarding services and products of vendors and data base producers;

(4) To communicate these complaints to the respective vendors and database produces and effect some changes;

(5) To register complaints and suggestions with the National Online Circuit which in turn could serve as the national lobbying group.

Finally, it is recommended that the Membership Coordinator position be augmented to include several liasion persons that would be responsible for maintaining contact with each graduate library science school. These individuals could attend student club meetings, report on the activities, encourage students to join COLUG and invite students to meetings.

7.3 Meetings

Historically, continuing education has served as the raison d'etre of the group. Quality control should be top priority. The evaluation sheets distributed at every meeting served as a mechanism to canvass the attendees, incorporate suggestions, improve weak areas, and ultimately proffer improved, high caliber meetings.

Recommendations are provided below.

7.3.1 General Membership Meetings and Database Workshops

(1) Coordinators should have several people assisting. One should be responsible for cash, one for refreshments, one to greet new members (Hospitality Coordinator), one for attendance lists, one for ensuring that evaluation sheets are submitted, one to ensure that all necessary supplies are replenished and distributed at meeting--i.e., COLUG brochures, newsletters, pens, name tags, etc.

(2) Speakers must be given guidelines. They should be apprised well in advance of the backgrounds of the membership (very technical vs. low technical level), the level of experience, the length of the topic, emphasis on good handouts and audiovisual materials, etc.

(3) Level of meetings should be determined and provided in the Calendar of Events. That is, a meeting that was rudimentary in scope would be A, a more advanced meeting would be classed as B, and a highly technical one would be C. One that would encompass all levels could be D.

(4) More topics need to be provided for the advanced searcher. COLUG is not attracting its long-standing members.

(5) Forms should differ per type of meeting. For panel sessions, a form should be provided for each panel speaker. Database workshop forms should include queries as indicated in Section 2.2.3.1, Table 8, meeting Number 9.

7.3.2 Special Meetings

The following is a delineation of suggestions for future search strategy clinics and/or conferences.

(1) Plan months in advance

(2) Provide a more equitable distribution of work:

assign one individual responsible for printing (programs, forms, etc.);

assign one responsible for telephones;

designate one responsible for money;

designate one responsible for registration;

assign one responsible for refreshments if not included in catering;

assign one responsible for videotaping or recording sessions, acquiring equipment, procuring tapes, troubleshooting, and submitting tapes to individual to edit tapes;

designate one individual responsible for hospitality to include welcoming individuals;

assign one individual task of distributing evaluation sheets and receiving them at each session, and subsequently submitting to Chairperson for scrutinization;

assign one individual responsibility of posters;

inform the Newsletter Editor to have individual(s) review sessions and incorporate in subsequent Newsletter;

assign each coordinator of a session responsibility of thanking panel speakers.

(3) Registration forms should be revised to include level of experience of attendees and professional background. This information should be given to panelists or speakers.

(4) Each session or meeting should be indicated as to level of difficulty. (See Section 7.3.1, No. 3.) The level should be marked on the program and on the room and hall posters at entrance of sessions.

(5) Panels should be limited to 3-4 individuals--no more than 5.

(6) Orientation must be given for: (a) Registration Committee, and (b) Coordinators and Moderators. Program planners must instruct Coordinators and Moderators how to operate equipment.

(7) Program planners must clarify purview of panel sessions. Strict guidelines must be given.

(8) Coordinators or moderators must, in turn, provide guidelines to panleists, detailing issues to address, and providing panelists with backgrounds of attendees. (See an example of guidelines that was provided to panelists at one session.)

(9) Program planners should hold orientation sessions for future coordinators and moderators. Instructions should be given on how to generate interest on the part of the audience, how to initiate a query and answer period, and how to truly monitor a session and induce panelists and audience to interact.

(10) Search strategy clinics need to be limited to 5-8. Five is an ideal number.

(11) More terminals and hands-on time is necessary for search strategy clinics.

(12) Tighter structure is needed for clinics.

(13) The environs must be conducive for any clinic or session.

(14) Segmenting group by level of experience--i.e., novice, intermediate, advanced--is mandatory.

(15) Search strategy clinics need more attention spent on actual strategy formulation and execution.

IV. GUIDELINES FOR PANEL PARTICIPANTS

Each speaker will be alloted a maximum of 15 minutes. This 15-minute segment will include discussion of the leader's/representative's online user group as well as questions and answers.

For the sake of continuity, each leader/representative is requested to discuss the following areas in the prescribed order.

1. Introduce yourself and your group.
2. Provide the geographical areas represented by your group.
3. Provide a history of your group:
   a. When it commenced;
   b. Individuals or groups responsible for its genesis;
   c. Affiliation, if any, with other professional associations;
   d. Initial size; average growth per year; current size;
   e. Initial goals--current goals;
   f. Backgrounds of members--e.g. academic, special libraries, information brokers, etc. Also, level of experience;
   g. Dues, if any;
   h. Structure of the group--formal or informal
4. Current development.
   a. Programs
      (1) Types of meetings--e.g., panel discussions, database workshops, joint meetings with other professional groups, search strategy clinics, business meetings, etc.;
      (2) Frequency of meetings;
      (3) Fees for meetings;
      (4) Speakers--e.g., members, vendors, academicians, etc.;
      (5) Location of meetings--static or changing?
   b. Projects
      (1) Money-making projects--newsletters, etc.
      (2) Special meetings;
      (3) Publications;
      (4) Directories;
      (5) Surveys;
      (6) Student development/cooperation;
      (7) Marketing or advertising the group;
      (8) Job clearinghouse;
      (9) Other
5. Problems
   a. Monetary;
   b. Poor meeting attendance;
   c. Marketing of group to students, librarians, end users;
   d. Organization or structure;
   e. Poor involvement by members;
   f. Geographic dispersion of members
   g. Poor speakers/presentations
6. Strengths
   a. Money-making projects;
   b. High membership attendance at meetings;
   c. Good marketing techniques for group;
   d. Strong organizational structure and leadership capabilities;
   e. High membership involvement;
   f. Group located in concentrated, information community;
   g. Interesting speakers/presentations
7. Future Plans

7.3.3 Planning Committee Meetings

It is virtually impossible to consolidate Planning Committee Meetings into a two-hour period. History can attest to that. However, it is considered less taxing to conduct meetings on a quarterly basis and have more extensive meetings than to have monthly meetings or even bimonthly meetings.

It is recommended that the first two meetings of every year be held at the Chicago Cultural Center. In this way, more can be accomplished at a critical planning stage of the year and less time is spent on eating. The last two meetings should be dinner meetings.

7.4 COLUG Membership

As alluded to in Section 7.1 and 7.2, COLUG membership should be expanded to include end users and more students and professors.

It is recommended that the Membership Coordinator embark on this activity in the 1980-81 year and that a plan report be submitted to the Planning Committee at the October, 1980 Planning Committee meeting.

Membership involvement must be increased. It is requested that a list of projects, however small or large, be maintained by the officers.

It is recommended that the Hospitality Coordinator contact new individuals immediately, ask them to join the Planning Committee and take on a small project, and communicate the information to the Chairperson or Vice-Chairperson. Also, a delineation of these projects should be indicated in the Newsletter for purposes of soliciting individuals' assistance as well as giving credit to individuals that fulfill a given task.

7.5 Budget

Tighter control of the flow of money is needed. It is recommended that a resolution be passed to prohibit members from expending more than $10 without approval by the Chairperson or Treasurer. All receipts must be submitted before reimbursement will be provided.

Barring any unforeseen circumstances, it is recommended that dues remain at the current levels for the forthcoming year.

Finally, it is recommended that all companies that distribute the Newsletter secure permission by the Chairperson or Treasurer to mail it if it exceeds $40. It is incumbent on the Newsletter Editor to apprise companies that the lightest paper should be used for printing and that the Newsletters be sorted by zip code, secured, and mailed at the cheapest cost.

7.6 Publications

As mentioned in Section 7.2, a Publications Committee should be formed with the aforementioned responsibilities. Cooperative publications should also be pursued with other groups on a local, regional or national level.

Videotaped sessions could also be included under the auspices of the Publications Committee.

7.7 Other Activities

It is recommended that cooperation between COLUG members and the professional information community be expanded to include the following:

(1) Interested members provide internships for students (as per the Washington, D.C. Online Users Group);

(2) Develop a database of local professional groups' newsletters--or, at least a calendar of events;

(3) Visits to each graduate library science school biannually.

With respect to the Newsletter, it is recommended that more stringent deadlines be adopted and that the Newsletter be mailed no later than the first week of the month.

Additional publication topics could include: A Directory of Information Brokers*, and a list of Meeting Places in the Greater Chicago Area**.

It has been an extremely rewarding year and I thank all Officers, Coordinators, Planning Committee members and the General Membership for having given me this opportunity to serve as COLUG Chairperson.

Rebecca A. Gonzalez

Rebecca A. Gonzalez
COLUG Chairperson
1979-80

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* Credit given to Diane Allmen.
** Credit given to Karen Switt and Dave Grossman.